

TEWKSBURY PUBLIC SCHOOLS
TEWKSBURY SCHOOL COMMITTEE
Notice of Regular School Committee Meeting #3
Wednesday, September 21, 2022 at 6:00 PM

Meeting Place:
Tewksbury Memorial High School
Large Group Instruction Room #1
320 Pleasant Street, Tewksbury, MA 01876

1. CALL TO ORDER

2. EXECUTIVE SESSION - Non-Public Session (6:00 PM)

- Approval of August 17, 2022 Executive Session Minutes
- Collective Bargaining Pertaining to TTA (Teachers)

The School Committee will reconvene in open session after the Executive Session.

3. ADJOURN EXECUTIVE SESSION

4. RECONVENE REGULAR SCHOOL COMMITTEE MEETING - Public Session (6:30 PM)

5. ANNOUNCEMENT

The September 21, 2022 Regular School Committee Meeting will be televised and recorded and may be viewed live on Comcast Channel 22 and Verizon Channel 34 or YouTube.com/TewksburyTV. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. At this time, I would ask if anyone is recording tonight's meeting to please identify himself or herself.

6. PLEDGE OF ALLEGIANCE

7. RECOGNITION

None

8. STUDENT COUNCIL REPRESENTATIVE REPORT

Rania Elouahi: Notes from Tewksbury Memorial High School

9. PRESENTATIONS

DPW /School Maintenance Project
AlphaBEST Update

10. CITIZENS FORUM (*Citizens are asked to limit comments related to items on the agenda to three (3) minutes or ten (10) if spokesperson is representing a group concern.*)

11. APPROVAL OF MINUTES

July 20, 2022 Regular Meeting
August 17, 2022 School Committee/Administrator Workshop
August 17, 2022 Regular Meeting

12. SUBMISSION AND PAYMENT OF BILLS

Payroll Period Ending August 18, 2022, (\$1,337,013.88);
Payroll Period Ending September 1, 2022, (\$1,485,063.49);
Payroll Period Ending September 15, 2022 (\$1,465,934.50)

SCHOOL COMMITTEE MEMBERS

Bridget L. Garabedian, Chair, bgarabedian@tekwksbury.k12.ma.us
Keith M. Sullivan, Vice-Chair, ksullivan@tekwksbury.k12.ma.us ~ Kayla Biagioni-Smith, Clerk, kbiagioni-smith@tekwksbury.k12.ma.us
Nicholas G. Parsons, Member, nparsons@tekwksbury.k12.ma.us ~ Richard Russo, Jr., Member, rrusso@tekwksbury.k12.ma.us
Superintendent of Schools - Brenda Theriault-Regan, bregan@tekwksbury.k12.ma.us

13. SUPERINTENDENT & STAFF REPORT

14. CONSENT AGENDA (*itemized on page 3*)

15. SCHOOL COMMITTEE MEMBER REPORTS

Elementary School Building Committee
Tewksbury SEPAC
Wellness Advisory Committee
Policy Sub-Committee

16. POLICY CHANGES, PROPOSALS, and ADOPTION

Policy Reviewed and Adopted with No Changes - Informational Item Only - No Vote Required

BEDA - Notification Of School Committee Meetings; **BEDB** - Agenda Format; **BEDD** - Rules Of Order; **BEDDD** - Delegations Of School Personnel; **BEDF** - Voting Method; **BEDG** - Minutes; **BEDGB** - Releasing Of Executive Session Minutes; **BEE** - Special Procedures For Conducting Hearings; **BG** - School Committee Policy Development; **BGB** - Policy Adoption; **BGC-R** - Process For Policy Review; **BGD** - School Committee Review Of Procedures; **BGE** - Policy Dissemination; **BGF** - Suspension Of Policies; **BHC** - School Committee-Staff Communications; **BHE** - Use Of Electronic Messaging By School Committee Members; **BIA** - New School Committee Member Orientation; **BIBA** - School Committee Conferences, Conventions, And Workshops; **BID** - School Committee Member Compensation And Expenses; **BK** - School Committee Memberships

Policies for Consideration for Revision and/or to Adopt MASC Recommendation on Informational Reading:

BGC - Policy Revision and Review

Policies for Consideration for Revision on First Reading:

IMG, Animals In Schools; **IJOA**, Field Trips; **JJH**, Student Travel; **JJH-R**, Student Travel Regulations; **DD**, Funding Proposals & Applications; **DIE**, Audits; **EFC**, Free & Reduced Price Food Services; **BBA**, School Committee Powers and Duties

Policies for Consideration for Revision on Second & Final Reading:

DA, Fiscal Management Goals; **DB**, Annual Budget; **DBC**, Budget Planning & Schedules; **DBJ**, Budget Transfer Authority; **DEC**, Federal Funds Supplement Not Supplant Policy; **JKAA**, Physical Restraint of Students

Policies for Consideration to Rescind on First & Final Reading:

BEDB-E - Order Of Business At Regular Business Meetings

17. OLD BUSINESS

- a. 2022 Summer Reading Participation

18. NEW BUSINESS

- a. September 16, 2022 Enrollment

19. SCHOOL COMMITTEE MATTERS OF INTEREST

20. FUTURE SCHOOL COMMITTEE MEETING DATES

October 3, 2022 (Special Town Meeting-School Committee members will attend); October 13, 2022; November 16, 2022

21. FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES

*Elementary School Building Committee: October 13, 2022; TSEPAC Business Meeting: October 20, 2022
Wellness Advisory Committee: October 5, 2022; Policy Sub-Committee: September 27, 2022*

22. FUTURE AGENDA ITEMS

23. ADJOURNMENT

CONSENT AGENDA

Correspondence

None

PERSONNEL ITEMS

New Hires: Adriana Croteau, ESP Aide at the Trahan School, effective August 29, 2022; Angela Angell, ESP Aide, North Street School, effective August 29, 2022; Cynthia Brangiforte, Guidance Counselor, Tewksbury Memorial High School, effective August 31, 2022; Magaly Daigneault, ESP Aide, North Street School, effective August 29, 2022; Allyson Kazanjian, ESP Aide at the Dewing School, effective August 29, 2022; Patrick McAndrews, Special Education Teacher at Tewksbury Memorial High School, effective September 8, 2022 through the last day of the 22/23 school year; Tatum Pecci, part-time preschool ESP Aide at Tewksbury Memorial High School, effective August 29, 2022; Susanne Trudeau, 1-school year, COVID School Support Staff at Tewksbury Memorial High School, effective August 29, 2022 through the last day of the 22/23 school year; Lauren VanGorder, ESP Aide at Tewksbury Memorial High School, effective August 29, 2022; Joann Healey, Science Teacher at the Wynn Middle School, effective August 29, 2022; Beverly DeFlumeri, Reading Specialist at the Heath Brook School, effective August 29, 2022; Stephen Ciincotta, Moderate Special Needs Teacher at the Ryan Elementary School, effective August 29, 2022; April Fiorentino, Moderate Special Needs Teacher at the Ryan Elementary School, effective August 29, 2022; Meredith Kendrick, Moderate Special Needs Teacher at the Ryan Elementary School, effective August 29, 2022; Alexandra Bejtlich, 1-school year only, long-term substitute Grade 3 Teacher at the North Street School, effective August 29, 2022 through the last day of the 22/23 school year; Ryan Enos, Music Teacher at the Ryan Elementary School, effective August 29, 2022

Transfers

None

Retirements

None

Appendix B TMHS Athletics

None

Appendix B Co-Curricular Activities

Wynn Middle School

Kellyn Welch - 8A Team Leader

TMHS Co-Curricular Activities

Fundraisers/Raffles

Heath Brook / Trahan School PAC Fall 2022 Event / Fundraising Calendar; Ryan PAC 2022-2023 Event / Fundraiser Calendar; TMHS PAC Fundraising events, August 2022-May 2023, Parking Spot Raffle, Applefest Craft Fair, Trivia Night, and Calendar Raffle

Executive Session

**Tewksbury School Committee
Executive Session (Non-Public Session)
Wednesday, September 21, 2022 - 6:00 PM**

Tewksbury Memorial High School
Guidance Office Conference Room
320 Pleasant Street, Tewksbury, Massachusetts

A. CALL TO ORDER

B. EXECUTIVE SESSION - Non-Public Session - 6:00 PM

- Approval of August 17, 2022 Executive Session Minutes
- Collective Bargaining Pertaining to TTA (Teachers)

The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURN & RECONVENE REGULAR SCHOOL COMMITTEE MEETING

Recognition and/or Presentations

Tewksbury School Committee - September 21, 2022

PRESENTATIONS

★ Department of Public Works / School Maintenance Project

**Richard Montuori, Town Manager
Brian Gilbert, Director of DPW
Kevin Hardiman, Town Engineer
Weston & Sampson
David Libby, TPS Business Manager
Jon Marchand, TPS Maintenance Foreman**

★ AlphaBEST Update - Kim Jennings & Adriane DiPasquale

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **8/18/2022**

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of **\$1,337,013.88**

GRANTS

\$24,598.14	2021-2022 Special Ed 240 Grant
\$6,613.84	2021-2022 Title I Grant
	2021-2022 Title II Grant
\$37.50	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
\$10,444.02	2022-2023 ASOST Grant
\$12.50	2021-2022 Innovations Pathways Grant
\$7,509.77	2021-2022 21st Century Grant
\$39,000.00	2022-2023 Academic Acceleration Grant
\$12.50	2021-2022 SE Learning Grant
\$3,614.93	2022-2023 21st Century Sped Enhancement
\$18,686.59	2022-2023 21st Century Summer
\$8,537.93	2022-2023 ESSER II Grant

REVOLVING ACCOUNTS

\$3,663.40	2022-2023 Community Services
	2022-2023 Community Services Preschool Program
\$407.04	2022-2023 Adult Education Program
\$4,603.50	2022-2023 Lunch Program
\$110.67	2022-2023 Facilities
\$495.00	2022-2023 Recreation
	2022-2023 Parking Fees
\$2,325.65	2021-2022 Preschool
	2022-2023 Advanced Placement
	2022-2023 TMHS Intramurals

\$130,672.98 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$887,332.36	2021-2022 School Department Account
\$319,008.54	2022-2023 School Department Account

\$1,206,340.90 SUB TOTAL - LEA FUNDS

\$1,337,013.88 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **9/1/2022**

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of **\$1,485,063.49**

GRANTS

\$28,446.42	2021-2022 Special Ed 240 Grant
\$7,461.77	2021-2022 Title I Grant
\$12,543.80	2021-2022 Title II Grant
	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
	2022-2023 ASOST Grant
	2021-2022 Innovations Pathways Grant
\$1,674.95	2021-2022 21st Century Grant
\$27,087.50	2022-2023 Academic Acceleration Grant
	2021-2022 SE Learning Grant
	2022-2023 21st Century Sped Enhancement
	2022-2023 21st Century Summer
\$14,276.23	2022-2023 ESSER II Grant

REVOLVING ACCOUNTS

\$4,113.40	2022-2023 Community Services
\$3,520.19	2022-2023 Community Services Preschool Program
\$457.04	2022-2023 Adult Education Program
\$26,871.54	2022-2023 Lunch Program
\$643.67	2022-2023 Facilities
\$206.25	2022-2023 Recreation
\$687.53	2022-2023 Parking Fees
\$4,921.60	2021-2022 Preschool
	2022-2023 Advanced Placement
	2022-2023 TMHS Intramurals

\$132,911.89 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,352,151.60	2022-2023 School Department Account
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\$1,485,063.49 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **9/15/2022**

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of **\$1,465,934.50**

GRANTS

\$31,668.50	2021-2022 Special Ed 240 Grant
\$9,799.27	2022-2023 Title I Grant
\$1,620.48	2021-2022 Title II Grant
\$18.75	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
	2022-2023 ASOST Grant
	2021-2022 Innovations Pathways Grant
\$319.56	2021-2022 21st Century Grant
\$3,037.50	2022-2023 Academic Acceleration Grant
\$37.50	2022-2023 21st Century Sped Enhancement
\$137.50	2022-2023 21st Century Summer
\$16,884.93	2022-2023 ESSER II Grant

REVOLVING ACCOUNTS

\$1,902.78	2022-2023 Community Services
\$8,555.63	2022-2023 Community Services Preschool Program
\$211.41	2022-2023 Adult Education Program
\$38,631.93	2022-2023 Lunch Program
	2022-2023 Facilities
	2022-2023 Recreation
\$687.53	2022-2023 Parking Fees
\$4,921.60	2022-2023 Preschool
	2022-2023 Advanced Placement
	2022-2023 TMHS Intramurals

\$118,434.87 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,347,499.63	2022-2023 School Department Account
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\$1,465,934.50 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda



Heath Brook & Trahan Elementary Schools *Parent Advisory Council*

Below, please find the explanation for the fundraising events set to take place at the Heath Brook and Trahan Schools in the Fall of 2022. All the events raise funds for primarily enrichment activities at the schools as well as social and community building programs. Please see the corresponding calendar for approximate timing during the year.

2022 Fall Fundraising Events

- *Scholastic Book Fairs*: A staple in both the Fall and Spring, we will be hosting Scholastic Book Fairs in our schools.
- *Spirit Wear*: We will sell Heath Brook and Trahan swag to families.
- *Helpsy*: Located at the Trahan School, we have a Helpsy bin in the parking lot to collect clothing for recycling.
- *Dine Outs*: We will host several Dine Out events for the school this Fall, in which local businesses give the HBTPAC a percentage of their earnings on a chosen date and time. We find that this is primarily a way to build community and support local businesses. In the past, some of proceeds we've earned we donated back to local charities like the Tewksbury Food Pantry.
- *Amazon Smile/Box Tops*: These are fundraising applications in which the school participates to raise money by scanning receipts, purchasing Amazon products off our tailored Amazon Smile account, and scanning receipts to collect Box Tops (respectively).
- *Penny Wars*: Each year the students bring in spare change to the schools for a set period and deposit it into containers. The grade levels compete against each other for money that is raised. We want to collaborate with the North Street and promote this event to raise money and give back to the new library at the Center School

Fall 2022 Event Calendar

Month	Social	Community	Fundraising
August	<ul style="list-style-type: none"> • Playground Socials* 	<ul style="list-style-type: none"> • Heath Brook Kindergarten Orientation 	
September	<ul style="list-style-type: none"> • Trahan Welcome Back Ice Cream Social 	<ul style="list-style-type: none"> • Teacher Welcome Back Breakfast* 	
October	<ul style="list-style-type: none"> • Library Night* • Trunk or Treat* 	<ul style="list-style-type: none"> • Safe Halloween* 	<ul style="list-style-type: none"> • Trahan Penny Wars – benefits to go to the new Center School Library
November		<ul style="list-style-type: none"> • Treats for Troops/Veteran's Day* 	<ul style="list-style-type: none"> • Heath Brook Scholastic Book Fair • Trahan Scholastic Book Fair
December	<ul style="list-style-type: none"> • Holiday Event TBD* • Celtics & Riverhawks Games* 	<ul style="list-style-type: none"> • Holiday Giving Tree* • "Move to the Center" Event TBD 	
Ongoing		<ul style="list-style-type: none"> • Beautification of Schools* • Monthly Staff Snack Carts* 	<ul style="list-style-type: none"> • Spirit Wear* • Helpsy* • Amazon Smile/Box Tops* • Dine Out Nights*
Enrichment*			

*Events are happening at both the Heath Brook and Trahan Schools

Ryan PAC 2022-2023 Event Calendar

Month	Social	Community	Fundraising
September		<ul style="list-style-type: none"> Teacher Welcome Back Breakfast 	
October		<ul style="list-style-type: none"> Safe Halloween Social Media Program for Students & Families 	<ul style="list-style-type: none"> Calendar Raffle Board and Brush Night
November	<ul style="list-style-type: none"> Fall Festival 		<ul style="list-style-type: none"> Scholastic Book Fair
December	<ul style="list-style-type: none"> Celtics Game 		
January			
February	<ul style="list-style-type: none"> Riverhawks Game 	<ul style="list-style-type: none"> Read Across America Week 	
March		<ul style="list-style-type: none"> Invention Convention 	
April		<ul style="list-style-type: none"> Career Fair 	<ul style="list-style-type: none"> Teacher VS. Student Kickball Game
May	<ul style="list-style-type: none"> Ice Cream Social 	<ul style="list-style-type: none"> Teacher Appreciation Week 	<ul style="list-style-type: none"> Scholastic Book Fair
June	<ul style="list-style-type: none"> 6th Grade Move Up Event 		
Summer			<ul style="list-style-type: none"> Cornhole Tournament
Ongoing		<ul style="list-style-type: none"> Beautification of Schools* 	<ul style="list-style-type: none"> Spirit Wear Dine Out Nights
Enrichment*			



Ryan School Parent Advisory Council

Below, please find the explanation for the fundraising events set to take place at the Ryan School for 2022-2023. All the events raise funds for primarily enrichment activities at the schools as well as social and community building programs, unless otherwise noted. Please see the corresponding calendar for approximate timing during the year.

2022- 2023 Fundraising Events

- *Scholastic Book Fairs:* We will be hosting Scholastic Book Fairs in our schools- the Fall Book Fair will be an opportunity to use our already existing Scholastic Dollar to ensure that every student receives a free book. The Spring Book Fair will be a fundraiser.
- *Spirit Wear:* We will sell Ryan School swag to families.
- *Helpsy:* Located at the Ryan School, we have a Helpsy bin in the parking lot to collect clothing for recycling.
- *Dine Outs:* We will host several Dine Out events for the school, in which local businesses give the Ryan School a percentage of their earnings on a chosen date and time. We find that this is primarily a way to build community and support local businesses. In the past, some of proceeds we've earned we donated back to local charities like the Tewksbury Food Pantry.
- *Amazon Smile/Box Tops:* These are fundraising applications in which the school participates to raise money by scanning receipts, purchasing Amazon products off our tailored Amazon Smile account, and scanning receipts to collect Box Tops (respectively).
- *Calendar Raffle:* This is our largest fundraising event for the year where we will be selling raffles to our Community in October and then pulling a winner for each day in November which will include cash prizes, donated gift certificates, etc. We are already in the process of securing a raffle permit from the Town of Tewksbury and will submit proof of that prior to Calendar Raffle sales.
- *Board and Brush Night:* Located in Amesbury, Board and Brush is a DIY wood sign studio. We will book a fundraising night here and a percentage of the profits will be donated back to the PAC.
- *Teacher VS. Student Kickball Game:* Traditionally, the school has hosted a Teacher VS. Student Basketball game, so we are looking into how to make this work with kickball! Any proceeds will go back to fund recess equipment for the school.
- *Cornhole Tournament:* We would like to host an event to build community this summer prior to school starting and invite rising 6th graders, as well as incoming 5th graders. We were looking at doing a cornhole tournament that can help also raise funds for the upcoming school year.

RECEIVED BY TPS
AUG 23 2022 AM 11:45

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 8/17/2022

1. Name of Organization Tewksbury Memorial High School PAC
2. Describe in detail the method of the fundraising activity. Attach additional information necessary.
Parking Spot Raffle (August), Applefest Craft Fair (October), Trivia Night (March), Calendar Raffle (April)
3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).
Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)
4. Purpose of anticipated funds (To be approved by the building principal.)
Scholarships, All Night Long Post Graduation Party
5. Proposed dates of fund raising activity From 8/2022 To 5/2023
6. Describe student involvement in the fund raising activity. Student involvement is limited. Students are not asked to sell anything.
7. Type of identifying credential to be used during Fund Raising Activity. TMHS PAC Fundraising

8. Is there a contract or agreement to be signed. Yes _____ No XX

9. Name of responsible individual Carolyn Gaglione

Address [REDACTED]

Telephone No. () [REDACTED]

Signature of Applicant Carolyn Gaglione

(To be completed by the School Principal)

Date 8/22/22

1. Your request for permission to raise funds is Approved Disapproved (Circle)
2. Reason for disapproval _____
3. You are authorized to begin the activity on as noted here in.
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comments by the principal: _____
6. Copy sent to the Office of the Superintendent of Schools. Yes No (Circle)

Principal's Signature [Signature]

Date 8/22/22

Policy

File: BEDA - NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the Tewksbury School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time place, or agenda and notification, including agenda, of a special meeting will be filed with the Town Clerk at least 48 hours in advance, as required by law.

Revised: January 18, 1996

Revised and Adopted: September 11, 2013

Revised September 27, 2017

Reviewed and Adopted:

LEGAL REFS.: M.G.L. [30A:18-25](#)

CROSS REF.: [BE](#), School Committee Meetings

File: BEDB - AGENDA FORMAT

The superintendent, conferring with the Chairperson of the Tewksbury School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Items of business may be suggested by any Tewksbury School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member or citizen who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the Tewksbury School Committee.

The agenda, together with supporting materials, will be distributed to Tewksbury School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.

No business that is on the Agenda may be entered into after eleven o'clock unless it has the majority vote of the Committee.

Agendas will be posted and made available to the press.

Adoption date: January 1996

Revised date: December 17, 2008

Reviewed and Adopted: September 11, 2013

Revised: September 27, 2017

Reviewed and Adopted:

CROSS REF: [BEDH](#), Public Comment at School Committee Meetings

File: BEDD - RULES OF ORDER

Robert's Rules of Order, Newly Revised will govern the proceedings of the committee, except when those rules are in conflict with the committees approved policies and regulations.

In accordance with Robert's Rules, the committee may suspend parliamentary rules of order by a two-thirds vote.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

File: BEDDD - DELEGATIONS OF SCHOOL PERSONNEL

Delegations of school personnel desiring to make a presentation to the Tewksbury School Committee shall confer with the Superintendent before attending the meeting. As a result of the conference, the Superintendent shall inform the Tewksbury School Committee as to the background and substance of the proposed discussion, and provide written material if such is available. This briefing shall be done prior to the Tewksbury School Committee's meeting with the school personnel.

At the meeting, up to three people may act as spokespersons. Others may be permitted to speak with the permission of the Chairperson of the Tewksbury School Committee.

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

File: BEDF - VOTING METHOD

Open meeting

Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.

All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

A two-thirds vote will be required to suspend parliamentary rules of order.

Executive Session

A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.

SOURCE: MASC Policy

Adoption Date: January 1996

Revised and Adopted: September 11, 2013

Reviewed and Adopted:

LEGAL REFS.: M.G.L. [30A:18-25](#); [71:42](#); [71:50A](#)

File: BEDG - MINUTES

The minutes of a Tewksbury School Committee meeting constitute the written record of committee actions; they are legal evidence of what the action was. Therefore, the secretary of the Tewksbury School Committee will be responsible for reporting in the minutes all actions taken by the committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the committee relative to the superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the superintendent who will make them available to interested citizens upon request.

{Adoption date}

Revised: January 18, 1996

Revised and Adopted: September 11, 2013

Revised: March 20, 2019

Reviewed and Adopted:

LEGAL REFS.: M.G.L. [30A:22](#); [66:10](#)

CROSS REF.: [KDB](#), Public's Right to Know

NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained,

9-21-2022 Informational Only: Policies Reviewed and Recommend to Adopt with No Changes

based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.

File: BEDGB - RELEASING OF EXECUTIVE SESSION MINUTES

Minutes of executive session shall include the date, time, place, members present or absent, and action taken at each meeting by roll call vote. The Tewksbury School Committee will release executive session minutes when the publication of these executive session minutes will not defeat the lawful purpose of the executive session. If more than one matter was discussed in the executive session, the Committee will release portions of said executive session minutes as soon as a determination is made that the publication would not defeat the lawful purpose of the executive session. The Superintendent will review the executive session minutes on a regular basis and recommend to the Tewksbury School Committee the release of all or a portion of executive session minutes on a timely basis.

LEGAL REFS.: M.G.L. [39:23B](#); [66:10](#)

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

File: BEE - SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

In conducting all public hearings required by law, and others as it deems advisable, the Tewksbury School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available printed information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the committee's policy.

The Chairperson of the committee will preside at the hearing.

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the committee, or by others for the committee; to comment, citizens must be recognized by the chair, and all remarks must be addressed to the chair and be germane to the topic. To assure that all who wish get a chance to speak, the chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

SOURCE: MASC Policy

File: BG - SCHOOL COMMITTEE POLICY DEVELOPMENT

The Tewksbury School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the Tewksbury School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the Tewksbury School Committee will exercise its control over school operation.

The Tewksbury School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a school committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the Tewksbury School Committee are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

SOURCE: MASC Policy

File: BGB - POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the Tewksbury School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Tewksbury School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the committee in the following sequence:

1. Information item -- distribution with agenda
2. First Reading (Discussion item): the first reading of proposed policy or policies; response from superintendent; report from any advisory committee assigned responsibility in the area; committee discussion and directions for any redrafting
3. Second Reading (Generally to be scheduled the meeting following the first reading): final discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the committee so directs.

The Tewksbury School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the Tewksbury School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

Adoption date: January 1996

Revised Adoption date: September 14, 2011

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

SOURCE: MASC Policy

File: BGC -R - PROCESS FOR POLICY REVIEW

1. Tewksbury School Committee and/or Administration identifies a policy or policies in need of review.
2. A Policy Sub-Committee reviews the policy and makes any necessary revisions.
3. The policy is submitted to council for review and further revision, if necessary.
4. Policy is forwarded to the Policy Sub-Committee of the Tewksbury School Committee.
5. Policy is present to the full Tewksbury School Committee for consideration and adoption.

Note: This process will also be followed when the Tewksbury School Committee and/or the Administration identify the need for a new policy.

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

File: BGD - SCHOOL COMMITTEE REVIEW OF PROCEDURES

It is expected that the superintendent and administrative staff will need to issue regulations implementing policies of the Tewksbury School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the committee.

The committee may review the regulations developed by the superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the district, but it will revise or veto such regulations only when, in the committee's judgement, they are inconsistent with policies adopted by the committee.

The committee will not officially approve regulations except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the committee's advance approval.

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the Tewksbury School Committee.

Adoption date: January 1996

Revised and Adopted: September 11, 2013

Reviewed and Adopted:

SOURCE: MASC Policy

LEGAL REF.: M.G.L. [71:37H](#)

File: BGE - POLICY DISSEMINATION

The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the committee and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of the committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.

The Tewksbury School Committee's policy manual will be considered a public record and will be available for inspection at the superintendent's office.

SOURCE: MASC Policy

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

File: BGF - SUSPENSION OF POLICIES

The operation of any section or sections of Tewksbury School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.

SOURCE: MASC Policy

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

File: BHC - SCHOOL COMMITTEE-STAFF COMMUNICATIONS

The Tewksbury School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the superintendent.

Staff Communications to the School Committee

All communications or reports to the committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the superintendent. This procedure does not deny the right of any employee to appeal to the committee from administrative decisions on important matters, except those matters that are outside of the committee's legal authority, provided the superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the committee's policy on complaints and grievances. Staff members are also reminded that committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the committee's deliberations on problems of staff concern.

School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will develop appropriate methods to keep staff fully informed of the committee's problems, concerns and actions.

Visits to Schools

Individual Tewksbury School Committee members interested in visiting schools or classrooms will inform the superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by committee members will be carried on only under committee authorization.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

SOURCE: MASC Policy

File: BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, Tewksbury School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

Tewksbury School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the Tewksbury School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the Tewksbury School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other Tewksbury School Committee records. Tewksbury School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L.4:7; 30A:18-25, 23B; 66:10

Adoption date: June 1999

Revised and Adopted: September 11, 2013

Revised September 27, 2017

Reviewed and Adopted:

File: BIA - NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Ethics/Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine.

The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

LEGAL REF.: M.G.L. [71:36A](#)

CROSS REF: [BBBA/BBBB](#) School Committee Member Qualifications/Oath of Office

9-21-2022 Informational Only: Policies Reviewed and Recommend to Adopt with No Changes

Adoption date: January 1996

Revised and Adopted: September 11, 2013

Revised September 27, 2017

Reviewed and Adopted:

File: BIBA - SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the Tewksbury School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The School Committee shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Revised September 27, 2017

Reviewed and Adopted:

LEGAL REFS.: M.G.L. [40:5](#)

CROSS REFS.: [BID](#), School Committee Member Compensation and Expenses

[DKC](#), Expense Reimbursements

File: BID - SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The Tewksbury School Committee shall serve without compensation, except that a member of a school committee of a city, town, regional school district or superintendency union may be compensated for his/her services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a school committee in any town shall be eligible to the position of teacher, or superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of school committee associations and other professional meetings or visitations when such attendance and expense payment has had prior Tewksbury School Committee approval.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. [40:5](#); [71:52](#)

CROSS REFS.: [BIBA](#), School Committee Conferences, Conventions and Workshops

File: BK - SCHOOL COMMITTEE MEMBERSHIPS

The committee will maintain memberships in the national, state and regional school committees (boards) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the committee and the staff.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Reviewed and Adopted:

SOURCE: MASC Policy

File: BGC - POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for Tewksbury School Committee action and administrative decision, the committee will review its policies on a regular basis.

The committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The superintendent is given the continuing commission of calling to the committee's attention all policies that are out of date or for other reason appear to need revision.

The Tewksbury School Committee directs the Superintendent to periodically recall all electronic policy manuals and regulations manuals for administrative updating and committee review.

SOURCE: MASC Policy

Adoption date: January 1996

Revised and Adopted: September 11, 2013

Revised:

File: BGC - POLICY REVISION AND REVIEW

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SOURCE: MASC Policy

Adoption date: January 1996

Revised and Adopted: September 11, 2013

Revised:

File: IMG - ~~ANIMALS~~ DOGS IN SCHOOL

No animal shall be brought to school without prior permission of the building Principal.

The Tewksbury Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

Educational Program

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

Student Health

The health and well-being of students is the Tewksbury Public Schools' highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

Animals Prohibited from School

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Department of Health and Education recommendations the following animals are prohibited from schools within the Tewksbury Public Schools.

Wild Animals and Domestic Stray Animals - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

Fur-Bearing Animals (pet dogs,* cats, wolf-hybrids, ferrets, etc.,) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

Bats - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

September 21, 2022-First Reading: TPS policy recommended for revision.

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

***Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs** - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

Service Animals (Guide or Assistance Dogs)

The Tewksbury School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The Tewksbury Public Schools will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability." The regulations further state that "a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability."

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- assist individuals who are blind or have severe sight impairments as "seeing eye dogs" or "guide dogs;"

- alert individuals with hearing impairments to sounds;

- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and

- assist mobility-impaired individuals with balance.

The Tewksbury Public Schools shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school.

The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from the Tewksbury Public Schools' premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate Tewksbury Public Schools' staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an

alternate plan will be developed in coordination with the appropriate school, Tewksbury Public Schools, and transportation staff including the involvement of the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other Tewksbury Public Schools' facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance animal in the Tewksbury Public Schools' facilities and on school transportation vehicles.

Therapy/Comfort Dogs

The Tewksbury Public School supports the use of therapy/comfort dogs in collaboration with the Tewksbury Police Department for the benefit of its students subject to the conditions of this Policy. The benefits from using a therapy/comfort dog in an educational setting include improved social skills, decreased anxiety, promotion of positive behavior, increased student engagement and improved attendance.

A therapy/comfort dog is a dog which has been trained and evaluated to provide animal-assisted activities, animal-assisted therapy/comfort, and animal-assisted interactions within a school or other facility. Therapy/comfort dogs are not "service animals."

Animal assisted activities and animal assisted interactions are not goal-driven interactions where the specific content of the visit is spontaneous and is meant to provide motivational, educational or/or recreational activities that enhance the quality of life.

A handler is one who has been individually trained and evaluated to provide animal-assisted activities, animal-assisted therapy/comfort, and animal-assisted interactions within a school or other facility. The handler will assume full responsibility for the therapy/comfort dog's care, behavior and suitability for interacting with students and others in the school while the therapy/comfort dog is on school district property.

Therapy/Comfort Dog Standards and Procedures

The following must be satisfied before a therapy/comfort dog will be allowed in school buildings or on school district property.

Request/Approval: The Superintendent shall approve and designate a handler and may approve at her/his discretion any request to have a therapy/comfort dog on school district property. Such approval may be rescinded at any time at the sole discretion of the superintendent.

Health and Vaccination: The handler shall provide proof from a licensed Veterinarian indicating that therapy/comfort dog is in good health and is current with all required vaccinations. The handler shall provide proof of licensure from the appropriate municipality.

License and Registration: The handler shall submit proof of registration for the dog as a therapy/comfort dog handler with each therapy dog he/she intends to bring to the school district. Such registration will be from an organization that requires an evaluation of the therapy/comfort dog and handler prior to registration. Registration shall remain current and in good standing at all times.

September 21, 2022-First Reading: TPS policy recommended for revision.

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

Insurance: The Town of Tewksbury must submit proof of an insurance policy. The Town shall maintain an insurance policy that provides liability coverage for the work of the handler and therapy/comfort dog while on school district property. The handler shall be responsible for maintaining appropriate insurance covering the therapy/comfort dog while not on school district property

Supervision: A therapy/comfort dog is required to remain with the handler and the handler must have control of the therapy/comfort dog at all times while on school property.

The handler shall be solely responsible for the supervision, humane care of the therapy/comfort dog, including feeding, exercising and cleaning up after the therapy/comfort dog, while on school district property. The school district is not responsible for any care or supervision of the therapy/comfort dog.

The handler shall ensure that the therapy/comfort dog has access to the school buildings or property that have been authorized by the superintendent.

The handler will remove the therapy/comfort dog to a separate area in such instances where a student or school employee who has allergies or an aversion to dogs is present.

A therapy/comfort dog may be excluded or removed from school district property if a principal determines that:

1. The handler does not have control of the therapy/comfort dog;
2. The therapy/comfort dog presents a direct and immediate threat to others in the school;
3. The therapy/comfort dog's presence otherwise interferes with the educational program of the district. The handler shall immediately remove the therapy/comfort dog from school property when instructed to do so by a principal or the superintendent.

Rules and Regulations: The Superintendent may issue rules and regulations and guidelines to carry out this Policy.

This policy is not intended to, and does not, allow students, parents, or staff to bring emotional support animals onto the Tewksbury Public Schools' property. Individuals cannot bring an animal onto the district property that does not meet the definition of a service animal or assistance animal.

Individuals who bring an animal onto the district school grounds that does not meet the definition of a service animal under district policy IMG ~~Animals~~ Dogs in School or that has not been approved under this policy will be asked to leave the district property. Repeated violations may result in disciplinary or legal action.

REVISED:

ADOPTED: March 26, 2014

Revised: June 13, 2018

LEGAL REF: 238 CFR, Part 35

File: IJOA - FIELD TRIPS

A. GENERAL - INFORMATION

Field trips should be of direct educational benefit to the participants and consistent with the objectives of the curriculum. All field trips require the prior approval of the Building Principal (in consultation with the Assistant Superintendent for Curriculum and Instruction) and should be submitted to the principal one month prior to the date of the trip. A copy of such request shall be forwarded to the Assistant Superintendent for Curriculum and Instruction concurrent with submission to the building principal. The Application for Field Trip Approval Form should be submitted to the Business Office three (3) weeks prior to the date of the trip. A permission slip signed by the parent/guardian or guardian is required for each student participating. A written statement that all required permission slips have been obtained shall be provided to the Building Principal prior to the trip's departure.

The approval process should be completed prior to engaging students in fundraising activities or other preparations for the trip.

Permission Slip Components

1. Specific description of the trip including:

- a. Destination
- b. Date
- c. Departure time/expected return time
- d. Method of transportation
- e. Meal service plan, if applicable
- f. How the trip will be funded
- g. Name of the faculty sponsor(s)

2. Parent/guardian Signature

- a. Emergency/work phone numbers

3. Hold harmless language

4. Reminder to the parent/guardian to make certain the School Health Record is up to date.

5. A signed medical attention request section to be presented to the hospital in the event medical attention is required. The teacher or administrator who applies for the field trip is responsible for the itinerary, for the supervision of the students during the trip and for providing a list of student

participants to the school nurse for a medication review. The nurse will advise the sponsoring teacher or administrator of the medication needs of the participants and the protocol for the administration of any medications.

In the event that a child becomes ill during the trip, a chaperone who is not the sponsor will accompany the child.

The trip approval process will apply only to school-sanctioned trips; the school committees will not approve trips that are privately organized and run without school sanctioning. Teachers and other staff should be prohibited from soliciting participants for privately run trips through the school system.

Requests for trip approval should take into account all logistical details involving transportation, accommodations, fundraising required of students, and the educational value of the trip in relation to its costs.

B. TRANSPORTATION ISSUES

1. Generally, transportation will be provided through the school bus contractor or private charter. For age appropriate groups and, based on location of activities, public transportation may be suggested. Transportation in a private vehicle is not preferred.

Prior to any field trip which involves or requires transportation over or upon the water, the teacher or administrator who applies for such field trip shall secure adequate documentation that the transportation provider has complied with (and is adequately equipped to comply with) any and all applicable state and federal laws regarding such transportation. It is the policy of the Tewksbury School Committee that children under the age of 12 wear State/Federally approved floatation devices.

The school sponsor and the principal must ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory." FMCSA carrier ratings are available at <http://www.saferysys.org/>.

If the district is unable to conduct their own in-depth reviews of bus carrier qualifications may elect to use ratings and prequalifications established by other public entities, such as the Department of Defense's approval list of motor carriers for troop transport (<http://www.mtmc.army.mil/content/504/approvedlist.pdf>).

The contract with the carrier should prohibit the use of a subcontractor unless sufficient notice is given to the district to allow verification of the subcontractor's qualifications.

Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L.c.71 s.38R.

2. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided.

Such trips should generally use commercial motorcoaches.

Trips planned to include late night or overnight student travel should involve pre-trip checks of companies, drivers, and vehicles.

CORI checks are recommended but not required by law for bus drivers who do not regularly work for the school district and who will not have direct and unmonitored contact with students. If such checks cannot be done, a chaperone must always be present whenever students are on the bus.

C. SUPERVISION & CHAPERONES

Field Trip Chaperones

The following minimum chaperone to student ratio guidelines have been established for closed and open field trips. A closed field trip is defined as one where students will be confined to a specific location, such as a theater. An open field trip is defined as one where students have freedom of movement across a wide area. Chaperones will be assigned in a manner which minimizes any disruption to the instructional program.

Closed Field Trips

Preschool	1 Teacher and 4 Adults to 15 Students
Elementary K-1	1 Teacher and 3 Adults to 25 Students
Elementary 2-4	1 Teacher and 2 Adults to 25 Students
Upper Elem/Middle 5-8	1 Teacher and 1 Adult per 25 Students
and High School	1 Teacher and 1 Adult per 25 Students
(depending upon the needs of the group and itinerary for the trip)	

Open Field Trips

Preschool	1 Teacher and 4 Adults to 15 Students
Elementary K-1	1 Teacher and 4 Adults to 25 Students
Elementary 2-5	1 Teacher and 3 Adults to 25 Students
Upper Elem/Middle 5-8	1 Teacher, 1 Adult for 25 Students
and High School	1 Teacher, 1 Adult for 50 Students

1 Teacher, 2 Adults for 75 Students

2 Teachers, 2 Adults for 100 Students

D. OVERNIGHT AND OUT OF STATE TRIPS

1. General

Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Out of state trips or overnight trips, or trips requiring travel between the hours of 12:00 AM and 6:00 AM require the approval of the Building Principal, the Superintendent of Schools and the Tewksbury School Committee. These field trip requests must be submitted prior to the start of the school year or be reviewed with the Superintendent of Schools prior to requesting Tewksbury School Committee approval.

All participating students must submit a signed parent/guardian permission form. Such form shall include appropriate authorization for emergency medical care and administration of medication.

2. Procedures and Guidelines for Chaperones for Overnight Trips

1. This process applies only to School Committee sanctioned trips. The Committee and the Tewksbury Public Schools do not assume any responsibility or extend any approval for private, non-sanctioned trips.
2. The field trip sponsor (faculty member, coach, administrator, club advisor) must submit a detailed itinerary to the building principal, Superintendent and Tewksbury

School Committee listing the following information:

- a) A statement of the significant educational benefits to be derived from the trip as the anticipated benefits relate to grade level and curriculum of students, and a statement of the total time away from school as a result of the trip.
- b) The transportation and lodging plan (trips involving airline and/or train services should include the plan to transport students to and from the airport and/or train station). All transport to and from a destination shall be by commercial motorcoach or van. Prior to engaging in commercial transportation the building principal and the faculty sponsor shall ensure that the carrier is licensed for passenger transport by the Federal Motor Carrier Safety Administration and has a safety rating which is higher than "conditional" or "unsatisfactory;" alternatively, commercial transportation may be engaged if it is on the Department of Defense's approved list of motor carriers for transportation of military personnel. See: <http://www.safetysys.org>. or <http://www.mtmc.army.mil/content/504/approvedlist.pdf>.

- c) A statement of all anticipated costs, including, but not limited to, transportation, lodging, meals and incidental expenses expected to be incurred. The cost statement shall include specific plans for fundraising, if any. No chaperone, staff member or student shall enter into any contract for transportation, lodging, etc. unless the Committee has approved the trip in accordance with this policy and the Committee shall not be responsible for any unauthorized financial contracts made in anticipation of satisfaction of the proposed fundraising.
 - d) Schedule of activities which have been planned for each day including the destination and main phone number of the location.
 - e) The names, addresses, phone numbers, emergency contact numbers, and CORI status (see policy IJOCA) for each chaperone. Adult chaperones will be comprised of a mix of employees and parent/guardian volunteers whenever possible. Every effort should be made to secure parent/guardians/volunteers as adult chaperones. Final determination of the number of chaperones will be at the discretion of the Building Principal and approved by the Superintendent of Schools. **Fingerprinting as needed and appropriate (may be required) but would be at the cost of the district.**
 - f) The plan for 24 hours, round the clock, per day supervision by the chaperones including the check in times, locations, and the name(s) of the chaperone(s) on duty.
 - g) The plan for student grouping (buddy system) to verify the whereabouts of the students and the room assignments for all participants.
 - h) A plan for the return home of students who, for reasons of health or behavior, must be sent home prior to the conclusion of the trip. The plan shall require parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone.
3. The field trip sponsor must assume responsibility for complying with all requirements of this policy.
4. All teachers, chaperones and students must abide by the policies of the Tewksbury School Committee and the Tewksbury Public Schools throughout the duration of the trip relating to personal behavior. No possession, use or consumption of alcoholic beverages or illegal drugs will be tolerated. Students engaged in behavior which, if occurring in school or at school sponsored activities, would be grounds for discipline, will be disciplined in accordance with the law and handbook at a convenient time, and may be summarily sent home from the trip at their expense.
5. Annually, usually in the spring following school sponsored trips, a brief report will be made by the principal to the School Committee highlighting the success of the various trips and provide information on proposed trips.

3. Late or Overnight Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time as -academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements of the Department of Education.

However, academic field trips may be considered structured learning time (see the Department's Student Learning Time Regulations Guide). The Committee may consider travel for field trips as included in students' schedules, but the Department recommends that schools consider scheduling additional structured learning time when significant travel time is anticipated (i.e., time outside the hours of the regular school day, students and staff should state their plans to schedule additional structured learning time on their return).

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

4. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, the district should make every effort to provide scholarships were needed.

Adoption Date:

Revised: February 2, 2005

June 15, 2011

Reviewed and Adopted February 12, 2014

SOURCE: Tewksbury

CROSS REF: [IJOC](#) School Volunteers

[IJOCA](#) CORI Checks - Volunteers

[JJH](#), Student Travel

[JLCDA](#) Delegation of Prescription Medications for Field Trips and Short Term Special School Events

September 21, 2022-First Reading: TPS policy recommended for revision

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

JLCDA-E Delegation of Prescription Medications for Field Trips and Short Term Special Events Form

File: JJH - STUDENT TRAVEL

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. ~~The School Committee requires that f~~Final approval ~~should~~ be sought ~~no less than~~ 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval ~~of~~ school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

SOURCE: MASC REVIEWED 2021

REVISED: July 16, 2014

REVISED:

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002

M.G.L. [69:1B](#); [71:37N](#)

CROSS REFS.: [IJOA](#), Field Trips

File: JJH-R - STUDENT TRAVEL REGULATIONS

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI and/or background checks will be conducted in accordance with Massachusetts General Laws Chapter and School Committee Policy.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.safercars.org/> <https://ai.fmcsa.dot.gov/SMS/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Dept. of Elementary and Secondary Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. Fundraising

September 21, 2022-First Reading: TPS policy recommended for revision

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

Hardship cases will be evaluated by sponsoring advisors.

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)

www.fmcsa.dot.gov

United Motorcoach Association - Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist")

www.uma.org/consumer/student-transportation/

Department of Defense's approved list of motor carriers

www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf

SOURCE: MASC Reviewed: 2021

REVISED:

APPROVED: March 10, 2004

REVISED: July 16, 2014

Revised: June 13, 2018

CROSS REF.: [IJOA](#), Field Trips

[ADDA](#) Background Checks

LEGAL REFS.: M.G.L. [69:1B](#); [71:37N](#); [71:38R](#)

603 CMR [27.00](#)

File: DD - FUNDING PROPOSALS AND APPLICATIONS GRANTS, PROPOSALS, AND SPECIAL PROJECTS

In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School Committee before expenditure. The Tewksbury School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds which: will enhance the educational opportunities for the children in our schools in alignment with district goals. The Superintendent will submit spending plans for School Committee approval.

~~The Superintendent will keep informed of possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.~~

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval keeping the Committee apprised and updated on all such projects.

~~The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.~~

SOURCE: MASC 2021

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted August 21, 2013

Revised: September 27, 2017

Revised:

LEGAL REFS.: M.G.L. 44:53A

~~P.L. 874 Impact Aid~~

~~Board of Education 603, CMR 32:00, 34:00~~

File: DIE - AUDITS

As a department of the Town of Tewksbury, ~~An~~ audit of the School Department's accounts ~~should~~ **shall** be conducted annually by external auditors. This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U.S. Comptroller General. ~~In addition, the Committee may request a private audit of the school system's accounts at its discretion.~~

Upon completion of the external audit, the Superintendent will share the resulting documentation with the Committee. The Committee will consider the recommendations made by the Auditor for maintaining an efficient system for recording and safeguarding the School Department's assets.

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually.

In addition, the Committee may request an additional private audit of the school district's accounts at its discretion.

SOURCE: MASC Policy 2021

LEGAL REF: M.G.L. 44:38-40; 71:47; 72:3

Cross reference: DI

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

File: EFC - FREE AND REDUCED PRICE FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment and will take all necessary steps to comply with the requirements of those programs.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parent/guardian.

As required by state and federal regulations, the Tewksbury School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised: December 6, 2017

Revised:

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)

Child Nutrition Act of 1966

P.L. 89-642, 80 Stat. 885, as amended M.G.L. 15:1G; 15:1L; 69:1C; 71:72

File: BBA - SCHOOL COMMITTEE POWERS AND DUTIES

The Tewksbury School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for education of the community's youth. It also has an obligation to determine and assess citizens' desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decision and approving procedures for carrying out the responsibility.

The Tewksbury School Committee takes a broad view of its functions. It sees them as:

1. Legislative or policy making. The committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.
2. Appraisal. The committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of financial resources. The committee is responsible for adoption of a budget that will enable the school system to carry out the committee's policies.
4. Public relations. The committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The committee is responsible for establishing educational goals and policies that will guide the committee and staff for the administration and continuing improvement of the educational programs provided by the school district.

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, the Assistant Superintendent, ~~Director of Business Services Manager, and~~ Director of Student Services, **School Physician, and district-wide School Nurse**. Such positions shall not report directly to the School Committee.

Revised: January 18, 1996
Reviewed and Adopted September 11, 2013
Revised September 27, 2017
Revised:

LEGAL REF.: M.G.L. **71:37** specifically, but powers and duties of school committees are established throughout the Massachusetts General Laws.

CROSS REF.: **BB** School Committee Legal Status

File: DA - FISCAL MANAGEMENT GOALS

As the trustee of local, state, and federal funds allocated for use in public education, the Committee will use these funds wisely in pursuit of the district's goals.

The quantity and quality of the district's educational learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school district's purposes can best be achieved through excellent fiscal management.

~~As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.~~

~~Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school district take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. It is imperative that the educational program be held of paramount importance. Decisions made due to resource limitations must center on the educational goals of the district.~~

This prioritization concept will be incorporated into all aspects of district management and Committee decision making.

~~Committee operations and into all aspects of school district management and operation. In the school~~ Regarding the district's fiscal management, it is the Committee's intent:

- ~~To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures~~ To allocate public funding, centering so as to equity while achieving the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
- To engage in thorough advance planning, with staff and community involvement, in order to develop budgets
- To advocate for establish levels of funding that will provide high quality education for the all students.
- To support the use of the best available techniques for budget development and management.
- To provide timely and appropriate information to all staff with fiscal management responsibilities.the community.
- To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

SOURCE: MASC Policy

File: DB - ANNUAL BUDGET

The annual budget is the financial expression of the ~~educational program of the School Department, and reflects the goals and objectives of the School Committee to meet the needs of all students~~ **goals of the School Committee in meeting the needs of all students.**

The budget then ~~is more than just a financial instrument and requires on the part of the Committee, the staff, and the community~~ **requires** an orderly and cooperative effort **by the Committee, the staff and the community to achieve the goals of the district.** ~~to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.~~

Public school budgeting is regulated and controlled by legislation, state regulations, and Tewksbury School Committee ~~requirements~~ **policy**. The operating budget for the school ~~system~~ **district** will be prepared and ~~presented~~ **managed** in line with ~~state policy and will be developed and refined in accordance with these same requirements~~ **the above**.

The budget shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the community, after the use of any offsetting revenues received from the state.

The Superintendent will serve as Budget Officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as Budget Officer ~~will be~~ **are** budget preparation, budget presentation, and budget administration.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

Annual budgets for each school operated by the District shall be developed with input from the School Council and shall reflect the priorities established in the annual school improvement plan.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted August 21, 2013

Revised: September 27, 2017

Revised:

September 21, 2022 - 2nd & Final Reading: TPS policy recommended for revision
August 17, 2022 - First Reading: TPS policy recommended for revision.

LEGAL REFS.: M.G.L. [71:34](#); [71:37](#) and [71:38N](#)

File: DBC - BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

Per the Town Charter the Tewksbury School Committee must submit a detailed budget proposal to the Town Manager by the second Friday in January.

The budget proposal will be divided in three categories: Operating, Salary, Capital Outlay.

The proposed budget should contain the following information:

- Information about past and current student population trends;

- A summary of proposed expenditures by category in accordance with the Department of Education Chart of Accounts;.

- A separate line item for new position requests;

- A brief explanation of the major increases/decreases;

- A letter of transmittal from the Superintendent

In reaching its decision on the budget amount that it will submit to the ~~Selectmen~~ **Select Board**, ~~of Selectman~~ the Tewksbury School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

The Annual Town Meeting is held on the first Monday in May.

The calendar year for budget preparation is determined by calculating backwards from the date of the annual Town Meeting as follows:

The **Select** Board ~~of Selectman~~ will post the Town Warrant seven (7) days prior to Town Meeting. The **Select** Board ~~of Selectman~~ will hold a public hearing on the Warrant. The public hearing is subject to the requirements of the open meeting law.

The Finance Committee, prior to Town Meeting, will hold a public hearing on the Warrant. The public hearing is subject to the requirements of the open meeting law.

~~Established by law and charter~~

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

LEGAL REFS.: M.G.L. [71:38N](#)

SOURCE: MASC 2021

File: DBJ - BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the School Department's budget, the Tewksbury School Committee will consider requests for transfers of funds **between cost centers** as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school district.

~~All requests for transfers between the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00)~~ **between cost centers as approved during the annual budget deliberation** must be submitted to the School Committee for approval. ~~Transfers between line items within a major account must be reported to the School Committee~~ **as part of the Business Manager's quarterly mid and end of year report at the business meetings of the School Committee.**

All funds in the general account not expended by the close of the fiscal year will be returned to the Town.

SOURCE: MASC 2021

REVISED

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised: September 27, 2017

Legal Ref: DOR 94-660

Cross Reference: DBG; DI

NOTE: Certain provisions in a policy in this category maybe established by town or city charter. If so, appropriate citations should be added as legal references.

September 21, 2022 - 2nd & Final Reading: TPS policy recommended to adopt MASC policy
August 17, 2022 - First Reading: TPS policy recommended to adopt MASC policy

File: DEC - FEDERAL FUNDS SUPPLEMENT NOT SUPPLANT POLICY

The Tewksbury Public Schools is committed to utilizing federal grant funds to supplement instructional programs funded by local, state and other sources as required by law and regulation. Federal funds will be used to complement and extend district-funded programs, not to take the place of (supplant) programs previously funded by the district, except as provided by the granting program.

The Superintendent or designee will ensure that federal grant funds are disbursed appropriately and that associated record-keeping and reporting complies with required guidelines and mandates.

SOURCE: MASC - July 2020, 2021

ADOPTED:

LEGAL REF: Elementary and Secondary Education Act, as amended

File: JKAA - PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Tewksbury Public Schools. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be defined in 603 CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying **Tewksbury Public School's Restraint Prevention and Support Guide will provide greater detail of the procedures which will identify:**

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00.

- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The Superintendent shall provide a copy of the Physical Restraint state regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC

ADOPTED: September 4, 2001

REVISED: July 16, 2014

REVISED: November 17, 2021

REVISED:

LEGAL REFS.: M.G.L. [71:37G](#); 603 CMR [46.00](#)

File: BEDB-E ~~ORDER OF BUSINESS AT REGULAR BUSINESS MEETINGS~~

~~A majority vote of members present shall be required to suspend or change the order of business.~~

~~I. Call to Order~~

~~H. Recommended Actions~~

~~A. Approval of Minutes~~

~~B. Approval of Bills Payable Schedules and Payrolls~~

~~C. Unfinished Business~~

~~D. New Business~~

~~III. Information and Proposals~~

~~A. From delegations~~

~~B. From non-staff communications and reports~~

~~C. From Superintendents and staff~~

~~D. From questions asked of and by Committee members~~

~~IV. Future Business~~

~~A. Meeting dates~~

~~B. Topics for future agendas~~

~~C. General discussion to guide future recommendations~~

~~V. Adjournment~~

~~Reviewed and Adopted September 11, 2013~~

Old Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876



MEMORANDUM

To: Tewksbury School Committee
From: Lori McDermott, Assistant Superintendent
Date: September 16, 2022
Re: 2022 Summer Reading Participation Totals

This is Informational Only - No Vote is Required

September 21, 2022 - Old Business: 2022 Summer Reading Program participation rates. This is an informational item, no vote is required.

Brenda Theriault-Regan, C.A.G.S.
Superintendent (978) 640-7800
bregan@tewksbury.k12.ma.us



Lori L. McDermott, M. Ed.
Assistant Superintendent (978) 640-7800
lmcdermott@tewksbury.k12.ma.us

DISTRICT SUMMER READING TOTALS 2022-23

Total number of students in TPS: 3382 (w/o PK-K 2885)

Total number of students who participated in Summer Reading: 2949 (w/o K 2659)

Total district participation percentage (%): Not including Kindergarten 81 %

Including Kindergarten 76 %

Grade-specific information:

<u>Grade Level</u>	<u>Total # of students</u>	<u># Completed</u>	<u>Percentage (%)</u>
K	290	92	32%
1	235	140	60%
2	256	167	65%
3	257	194	75%
4	230	173	75%
5	229	199	87%
6	259	218	84%
7	225	203	90%
8	253	223	88%
9	170	161	95%
10	166	152	92%
11	191	161	84%
12	188	169	90%
TOTALS	2949	2252	76%

If you have any questions and/or concerns, please do not hesitate to contact me at
(lmcdermott@tewksbury.k12.ma.us).

TPS District Strategy

The Tewksbury Public Schools community believes that our educational program will encompass a current, research-based teaching, learning, and assessment approach that promotes consistent growth among our students and staff to achieve academic, social, and emotional success for all students.

New Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: September 16, 2022

Re: Enrollment Update

This is an informational item only. No vote is required.

Please see the following enrollment update for the 2022-2023 school year as of September 16, 2022. This is informational only, no vote is required.

[illegible]

Heath Brook			LF Dewing			LD Trahan			North Street			John F. Ryan						John Wynn Middle					
Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt
KF	A. Spatola	20	KF	M. Raffi	22	3	S. Mulno	19	3	N. DeVincentis	23	5	C. Graffeo	20	6	K. Anderson	22	7	S. Chella	23	8	K. Welch	22
KF	S. Paradis	22	KF	H. Grace	21	3	S. Sadler	20	3	M. Groux	22	5	R. Cohen	20	6	J. Lindsey	22	7	A. Martel	20	8	A. Breton	22
KF	K. Buck	20	KF	A. McCarthy	21	3	A. Trevor	20	3	L. Desrochers	21	5	B. Roberts	20	6	A. Johnson	23	7	E. Noel	21	8	J. Healey	20
KF	K. Hynes	21	KF	A. Cameron	21	3	L. Hyland	19	3	S. Hall	21	5	M. Ellis	20	6	N. Zwirek	22	7	J. Bilodeau	21	8	W. Fabiano	21
KF	C. Ventura	19	KF	T. Molea	23	3	K. Valcourt	20	3	A. Bejtlich	20	5	B. Lavine	20	6	N. Amato	23	7	L. Nastari	21	8	J. Diprima	21
KF	M. Campo	19	KF	S. Gillotte	22	3	J. Lane	20	3	L. Carlino	22	5	C. Cremin	20	6	J. Mrozowski	22	7	C. Bilodeau	22	8	D. Shao	22
KF	K. Rodgers	18	KF	A. Reardon	21	3	*L. Perelli		3	M. McGrath	20	5	K. Magsarili	20	6	S. Walsh	22	7	C. Edwards	19	8	M. Gillespie	21
KF	*J. Murphy		K	*A. Bothelo					3	*K. Mahoney		5	L. Tierney	19	6	K. Romano	24	7	D. Graaskamp	18	8	C. Gagnon	21
			K/1/2	*C. Griffin								5	K. Bruff	20	6	A. MacMullin	25	7	K. Johnston	21	8	N. Flood	22
1	E. Niles	16	1	L. Broderick	20	4	J. Zaroulls	20	4	S. Filiberto	21	5	R. Shirkoff	20	6	R. Curley	25	7	N. MacFarlane	20	8	K. Terry	21
1	M. Engelken	19	1	K. Carleton	22	4	C. Gagne	19	4	K. Conrad	18	5	T. McNeil	20	6	C. Melly	23	7	F. Rouff	18	8	K. Deveau	20
1	A. Whynot	20	1	E. Kileen	22	4	V. Schaefer	19	4	K. Russo	19	5	P. Shirkoff	20	6	G. Martel	22	7	M. Scully	19	8	E. Caron	21
1	J. Price	20	1	L. Tramonte	21	4	E. Kramer	22	4	T. McHenry	21												
1	B. Decarolis	18	1	M. Hirtle	20	4	L. Kelly	19	4	J. Selissen	19												
1	*R. Langlais		1	K. Scialdone	18	4	*J. Kelly		4	B. Clasby	19	5/6	*S. Ferrara					7/8	*Camire	1			
			1	L. Courmoyer	18				4	M. Barbato	18	5/6	*J. Ryan					7/8					
			1	*M. Robinson					4	*L. Chasan		5/6											
			K/1/2	*E. Finneran					DLC	*M. Irwin													
2	D. Bowden	20	2	C. Archibold	22	217			284			239			275			244			254		
2	S. Mulloy	20	2	J. Middleton	22																		
2	J. Taggart	20	2	S. Miranda	22																		
2	T. Enos	20	2	E. Daley	22																		
2	K. Bancroft	19	2	S. Wrobel	24																		
2	*S. Walsh		2	J. Garvey	22																		
			2	S. Armano	23																		
			2	*L. Spicer																			
			K/1/2	*A. Palange																			
CSPK	L. Ianacci	44	PK	M. Hines	23																		
			PK	J. Milligan	22																		
			PK	J. Lockwood	8																		
			PK	P. Young	22																		
			PKDLC	J. Reyes	6																		
			PKDLC	Smith/Strickler	6																		
			PKDLC	L. Costa	5																		
			PKDLC	R. Casey	6																		
375			547																				

*Denotes Special Ed classes where students at different grade levels may exist